EAST WEST UNIVERSITY

Revised Notice
Online Advising of Courses for Fall Semester 2023

Students of the following categories must contact their respective advisor **personally** for advising of courses for Fall 2023.

Category	CGPA range	Advising Date	Advising Time
Undergraduate Programs	CGPA 2.15 or less including on probation	**29 and 30 August 2023**	09:00 am – 04:00 pm
Graduate Programs	CGPA 2.65 or less including on probation	**30 August 2023**	

Online advising of courses for Fall Semester 2023 of EWU will be held using the Online Course Advising System. Students of both **Undergraduate and Graduate Programs** will take their own courses through online using the link: **https://portal.ewubd.edu** as per the schedule mentioned below:

Undergraduate Programs

Date	Credits Earned	Time
31 August 2023	120.5 Credits & above	06:00 P.M.- 07:20 P.M.
31 August 2023	110.5-120 Credits	07:30 P.M.- 08:50 P.M.
31 August 2023	100.5-110 Credits	09:00 P.M.- 10:20 P.M.
01 September 2023	87.5-100 Credits	09:00 A.M.- 10:20 A.M.
01 September 2023	75.5-87 Credits	10:30 A.M.- 12:00 NOON
01 September 2023	65.5-75 Credits	03:00 P.M. - 04:20 P.M.
02 September 2023	55.5 -65 Credits	09:00 A.M.- 10:20 A.M.
02 September 2023	45.5- 55 Credits	10:30 A.M.- 11:50 A.M.
02 September 2023	35.5-45 Credits	12:00 NOON- 01:20 P.M.
02 September 2023	27.5-35 Credits	01:30 P.M.- 02:50 P.M.
02 September 2023	20.5-27 Credits	03:00 P.M.- 04:20 P.M.
03 September 2023	15.5-20 Credits	06:00 P.M.- 07:20 P.M.
03 September 2023	5.5-15 Credits	07:30 P.M.- 08:50 P.M.
03 September 2023	0-5 Credits	09:00 P.M.- 10:20 P.M.

Graduate Programs

Date	Credits Earned	Time
01 September 2023	21 credits & above	08:00 A.M.-10:00 P.M
02 September 2023	0 – 20 credits	08:00 A.M.-10:00 P.M

There will be very limited lab facility for Online Course Advising on 31 August 2023 and 03 September 2023 from 09:00 am to 05:00 pm in Room # 616.

For any help regarding advising and other administrative issues students may contact the respective Online Helpdesk (Email Account) which are mentioned below:

s/n	Group name	Email address	Purpose
1	CE Help Desk	helpdesk-ce@ewubd.edu	For advising/ course related issues
2	CSE Help Desk	helpdesk-cse@ewubd.edu	For advising/ course related issues
3	BBA Help Desk	helpdesk-dba@ewubd.edu	For advising/ course related issues
4	DSR Help Desk	helpdesk-dsr@ewubd.edu	For advising/ course related issues
5	ECO Help Desk	helpdesk-eco@ewubd.edu	For advising/ course related issues
6	EEE Help Desk	helpdesk-eee@ewubd.edu	For advising/ course related issues
7	GEB Help Desk	helpdesk-geb@ewubd.edu	For advising/ course related issues
8	ENG Help Desk	helpdesk-eng@ewubd.edu	For advising/ course related issues
9	DIS Help Desk	helpdesk-dis@ewubd.edu	For advising/ course related issues
10	Law Help Desk	helpdesk-law@ewubd.edu	For advising/ course related issues
11	MBA Help Desk	helpdesk-mba@ewubd.edu	For advising/ course related issues
12	MPS Help Desk	helpdesk-mps@ewubd.edu	For advising/ course related issues
13	PHRM Help Desk	helpdesk-phrm@ewubd.edu	For advising/ course related issues
14	SOC Help Desk	helpdesk-soc@ewubd.edu	For advising/ course related issues
15	Registrar's Office Help Desk	helpdesk-regoffice@ewubd.edu	For registration/ other administrative issues
16	Accounts Help Desk	helpdesk-accounts@ewubd.edu	For tuition/ scholarship/ other financial issues
17	ICS Help Desk	helpdesk-ics@ewubd.edu	For relevant IT issues
18	COE Help Desk	helpdesk-coe@ewubd.edu	For Certificates/Transcripts/Grade Reports related issues

While sending emails, students are advised to mention their name, ID number, mobile number and the problem clearly. Students are also advised to use their university email account for communication with the University.

Students (except BBA program) who somehow miss the above schedule or fail to take courses using the Online Advising System may contact the respective advisor personally from 04 September 2023 as per the convenience of the concerned advisor.

Students of BBA program who somehow miss the above schedule or fail to take courses using the Online Advising System may contact the respective advisor personally on 05 and 07 September 2023 from 10:00 am to 04:00 pm.

With the kind approval of the Vice Chancellor this is for information and necessary action by all concerned.

Mashfiqur Rahman
Registrar